

# FLMD Membership Renewal using CM/ECF and Pay.gov


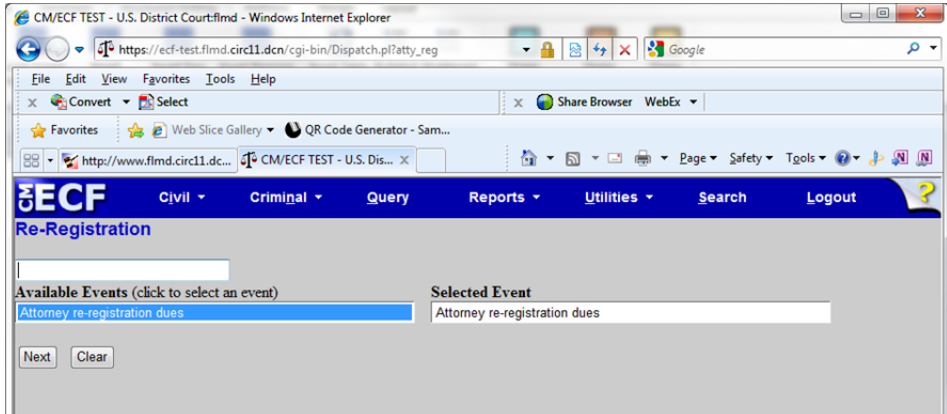
## Introduction

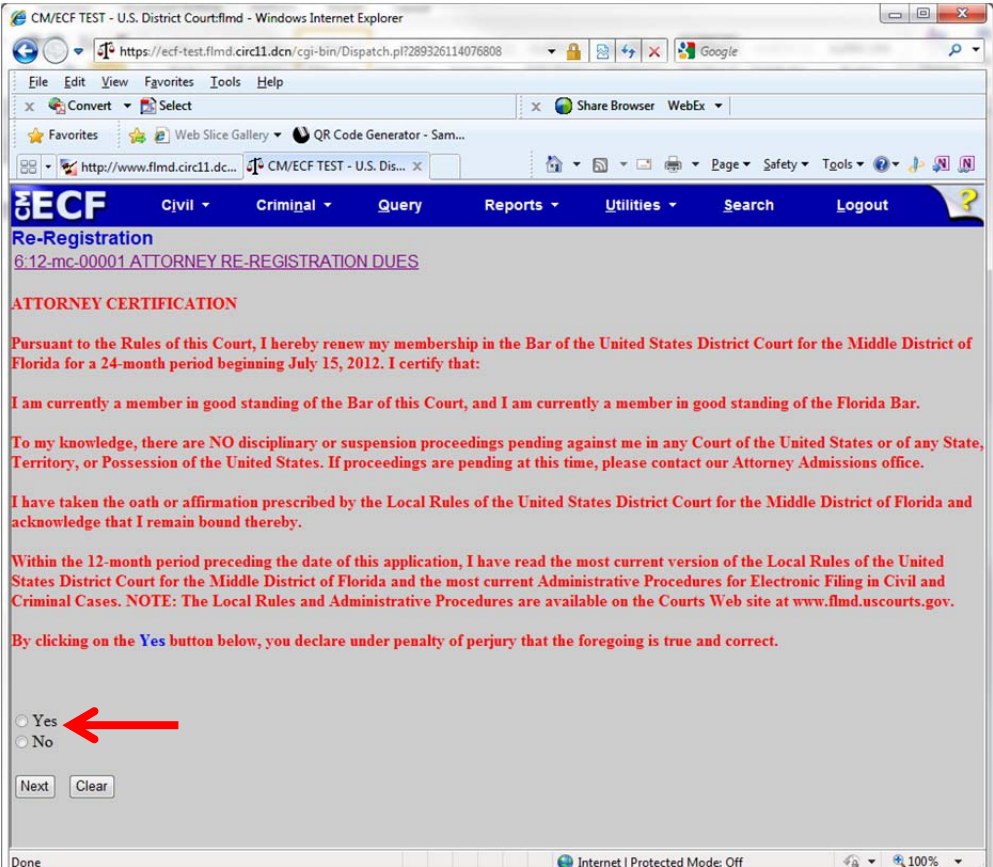
The U.S. District Court for the Middle District of Florida has implemented Pay.gov functionality in CM/ECF for the purpose of accepting the \$20.00 attorney renewal fee. Pay.gov will allow attorneys to log in to CM/ECF and pay the fees using a valid credit card number.

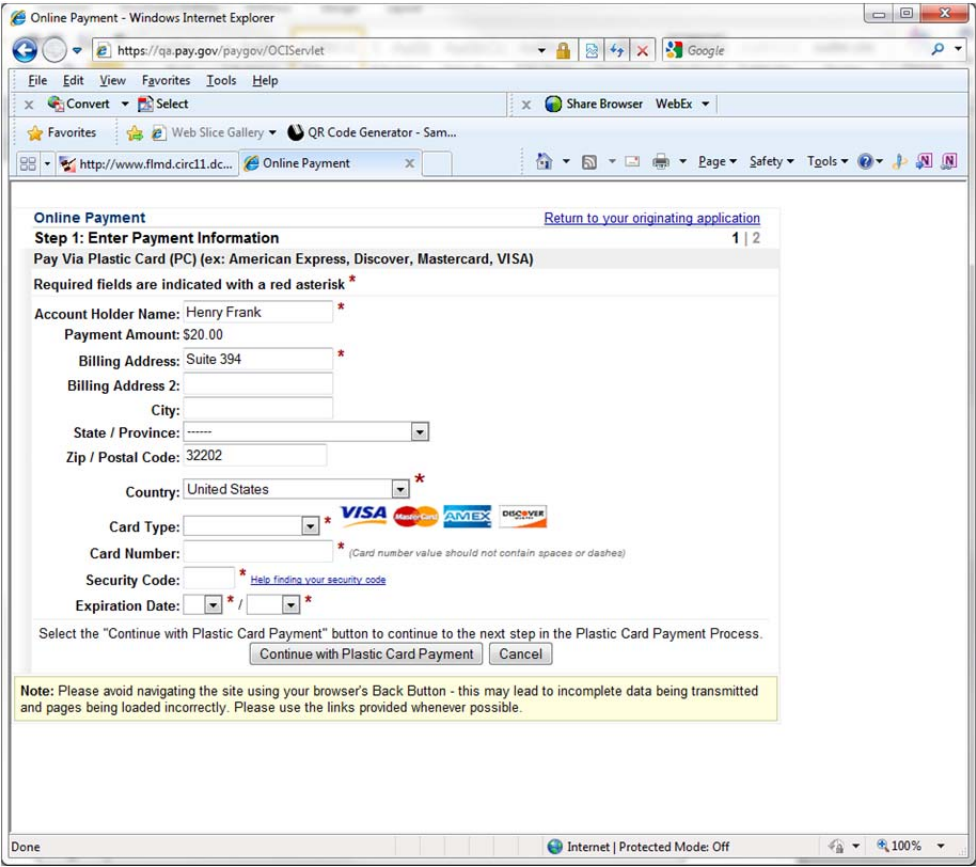
Each entry will be tied to the CM/ECF login of the attorney paying the fee; therefore there may only be one entry per attorney. Law firms will not be able to make bulk payments.

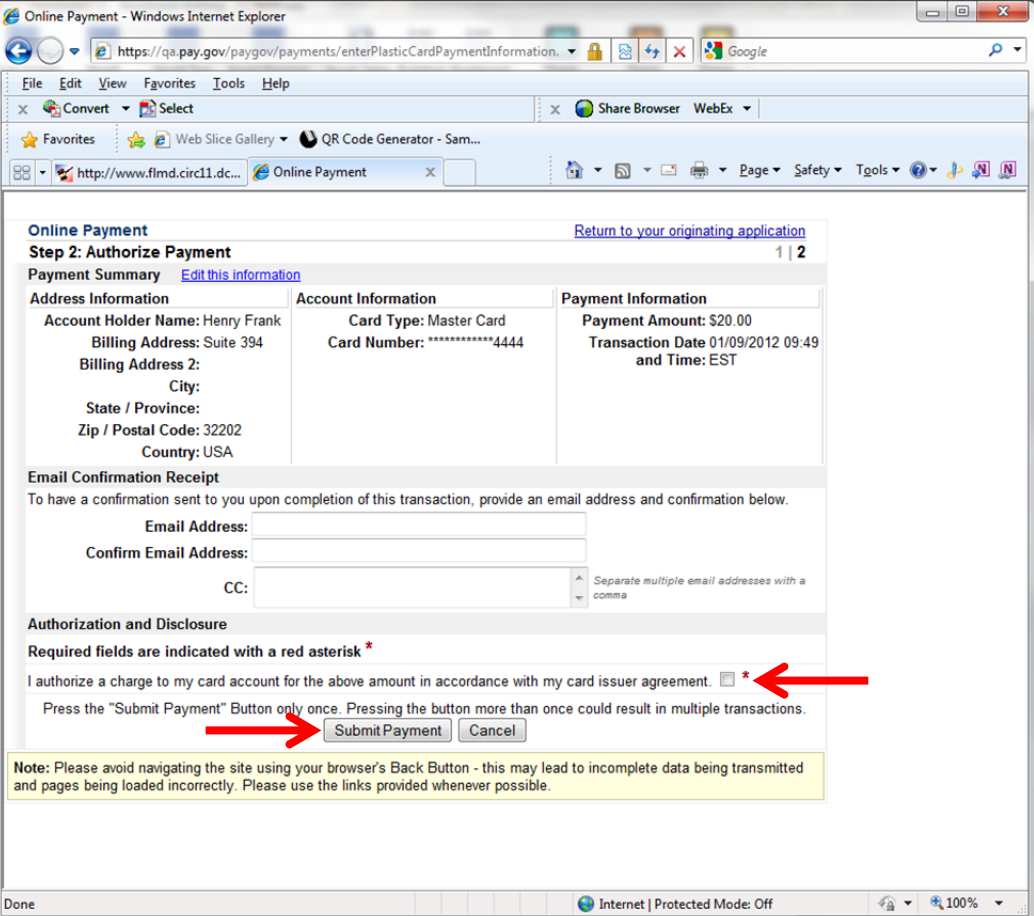
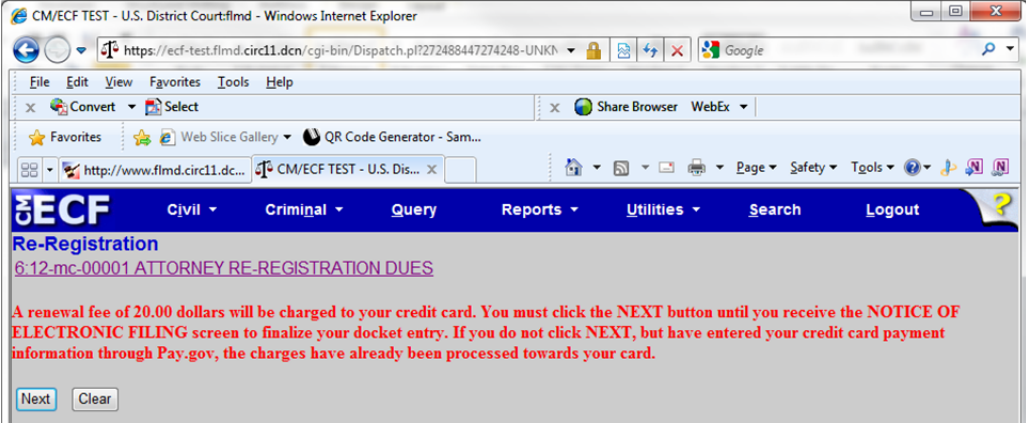
## Paying your renewal fee through CM/ECF

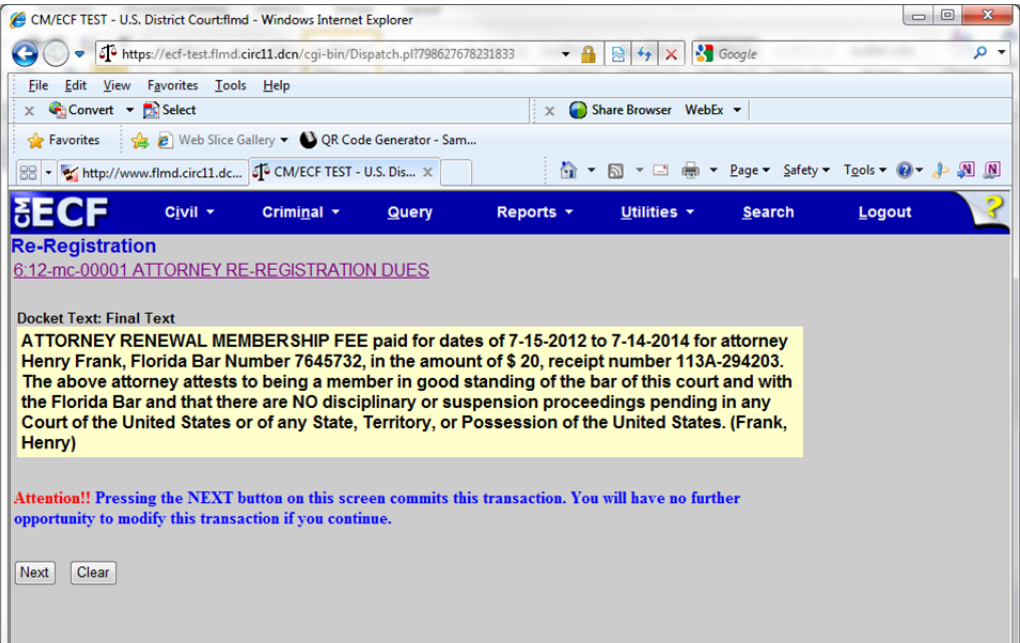
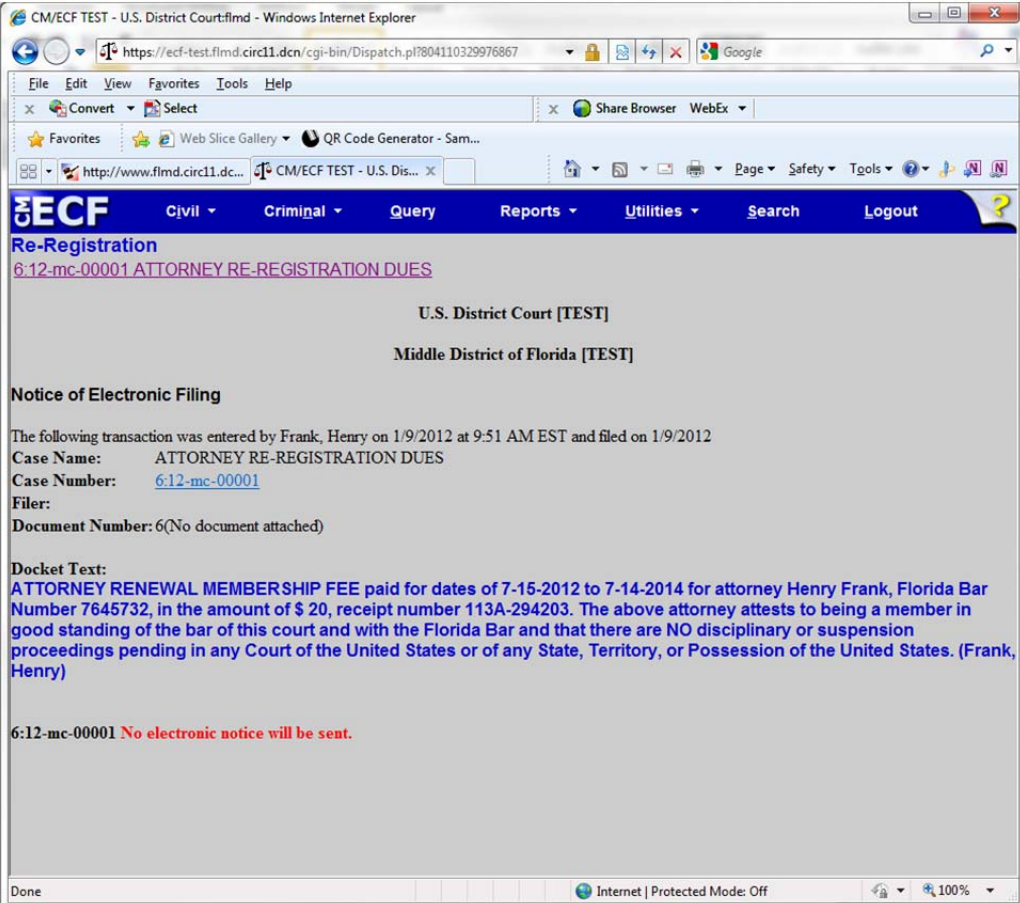
Below are instructions for accessing the **FLMD Membership Renewal** menu and entering the credit card number.

Step	Action
1	Go to <a href="https://ecf.flmd.uscourts.gov">https://ecf.flmd.uscourts.gov</a> and log in using your CM/ECF Login and Password.
2	On the Civil menu, under <b>FLMD Bar Members Only</b> , select <b>FLMD Membership Renewal</b> . 
3	Select the event, <b>Attorney re-registration dues</b> and click <b>Next</b> until you reach the Attorney Certification page. 

Step	Action
4	<p>On the Attorney Certification page, select <b>Yes</b>, then click <b>Next</b> until you are re-directed to the Pay.gov site.</p>  <p>The screenshot shows a web browser window titled "CM/ECF TEST - U.S. District Court:flmd - Windows Internet Explorer". The address bar shows "https://ecf-test.flmd.circ11.dcn/cgi-bin/Dispatch.pl?7289326114076808". The page content includes a navigation bar with links like "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". Below this is a "Re-Registration" section with a link "6:12-mc-00001 ATTORNEY RE-REGISTRATION DUES". The main heading is "ATTORNEY CERTIFICATION". The text states: "Pursuant to the Rules of this Court, I hereby renew my membership in the Bar of the United States District Court for the Middle District of Florida for a 24-month period beginning July 15, 2012. I certify that: I am currently a member in good standing of the Bar of this Court, and I am currently a member in good standing of the Florida Bar. To my knowledge, there are NO disciplinary or suspension proceedings pending against me in any Court of the United States or of any State, Territory, or Possession of the United States. If proceedings are pending at this time, please contact our Attorney Admissions office. I have taken the oath or affirmation prescribed by the Local Rules of the United States District Court for the Middle District of Florida and acknowledge that I remain bound thereby. Within the 12-month period preceding the date of this application, I have read the most current version of the Local Rules of the United States District Court for the Middle District of Florida and the most current Administrative Procedures for Electronic Filing in Civil and Criminal Cases. NOTE: The Local Rules and Administrative Procedures are available on the Courts Web site at www.flmd.uscourts.gov. By clicking on the Yes button below, you declare under penalty of perjury that the foregoing is true and correct." Below this text are two radio buttons: "Yes" and "No". A red arrow points to the "Yes" radio button. At the bottom of the form are "Next" and "Clear" buttons.</p>

Step	Action
5	<p>On the Pay.gov page, enter a valid credit card number and expiration date, then click <b>Continue with Plastic Card Payment</b>.</p>  <p>The screenshot shows a web browser window titled 'Online Payment - Windows Internet Explorer'. The address bar shows 'https://qa.pay.gov/paygov/OCServlet'. The page content includes a 'Return to your originating application' link, the title 'Online Payment', and 'Step 1: Enter Payment Information'. Below this, it says 'Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk *'. The form fields include: Account Holder Name (Henry Frank), Payment Amount (\$20.00), Billing Address (Suite 394), Billing Address 2, City, State / Province (dropdown), Zip / Postal Code (32202), Country (United States), Card Type (dropdown with VISA, MasterCard, AMEX, Discover logos), Card Number, Security Code (with a help link), and Expiration Date. At the bottom, there is a note about not using the browser's Back Button and two buttons: 'Continue with Plastic Card Payment' and 'Cancel'.</p>

Step	Action
6	<p>Check the box after <b>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement</b>, then click <b>Submit Payment</b>.</p> 
7	<p>Once the payment is submitted, you will be redirected back to CM/ECF. Click <b>Next</b>.</p> 

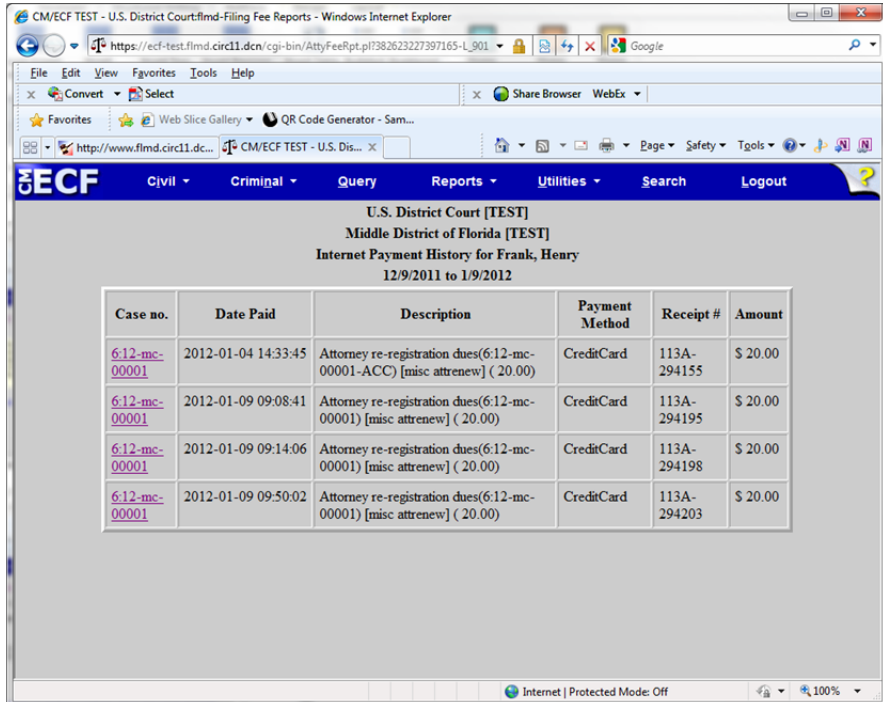
Step	Action
8	<p>Click <b>Next</b> to finalize the transaction.</p>  <p>The screenshot shows a web browser window titled "CM/ECF TEST - U.S. District Court:flmd - Windows Internet Explorer". The address bar shows "https://ecf-test.flmd.circ11.dcn/cgi-bin/Dispatch.pl?798627678231833". The page has a blue header with "ECF" and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Re-Registration" and shows the case "6:12-mc-00001 ATTORNEY RE-REGISTRATION DUES". The docket text is highlighted in yellow: "Docket Text: Final Text. ATTORNEY RENEWAL MEMBERSHIP FEE paid for dates of 7-15-2012 to 7-14-2014 for attorney Henry Frank, Florida Bar Number 7645732, in the amount of \$ 20, receipt number 113A-294203. The above attorney attests to being a member in good standing of the bar of this court and with the Florida Bar and that there are NO disciplinary or suspension proceedings pending in any Court of the United States or of any State, Territory, or Possession of the United States. (Frank, Henry)". Below this, a red warning states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are "Next" and "Clear" buttons.</p>
9	<p>The NEF appears and the transaction is complete.</p>  <p>The screenshot shows the same web browser window, but the page content has changed. It now displays the "Notice of Electronic Filing" for the same case. The text includes: "U.S. District Court [TEST]", "Middle District of Florida [TEST]", "Notice of Electronic Filing", "The following transaction was entered by Frank, Henry on 1/9/2012 at 9:51 AM EST and filed on 1/9/2012", "Case Name: ATTORNEY RE-REGISTRATION DUES", "Case Number: 6:12-mc-00001", "Filer:", "Document Number: 6(No document attached)", "Docket Text: ATTORNEY RENEWAL MEMBERSHIP FEE paid for dates of 7-15-2012 to 7-14-2014 for attorney Henry Frank, Florida Bar Number 7645732, in the amount of \$ 20, receipt number 113A-294203. The above attorney attests to being a member in good standing of the bar of this court and with the Florida Bar and that there are NO disciplinary or suspension proceedings pending in any Court of the United States or of any State, Territory, or Possession of the United States. (Frank, Henry)", and a red message at the bottom: "6:12-mc-00001 No electronic notice will be sent." The status bar at the bottom shows "Done" and "Internet   Protected Mode: Off".</p>



## Running the internet payment history report

The internet payment history report will be available for attorneys and can be found under the **Utilities** menu.

Step	Action
1	Under Utilities, click <b>Internet Payment History</b> .
2	Select the desired date range and click <b>Run Report</b> .
3	The report is displayed.



The screenshot displays the CM/ECF TEST web application interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area shows the title "U.S. District Court [TEST] Middle District of Florida [TEST]" and the report title "Internet Payment History for Frank, Henry 12/9/2011 to 1/9/2012". Below the title is a table with the following data:

Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
<a href="#">6:12-mc-00001</a>	2012-01-04 14:33:45	Attorney re-registration dues(6:12-mc-00001-ACC) [misc attrenew] ( 20.00)	CreditCard	113A-294155	\$ 20.00
<a href="#">6:12-mc-00001</a>	2012-01-09 09:08:41	Attorney re-registration dues(6:12-mc-00001) [misc attrenew] ( 20.00)	CreditCard	113A-294195	\$ 20.00
<a href="#">6:12-mc-00001</a>	2012-01-09 09:14:06	Attorney re-registration dues(6:12-mc-00001) [misc attrenew] ( 20.00)	CreditCard	113A-294198	\$ 20.00
<a href="#">6:12-mc-00001</a>	2012-01-09 09:50:02	Attorney re-registration dues(6:12-mc-00001) [misc attrenew] ( 20.00)	CreditCard	113A-294203	\$ 20.00